



USAID | LIBERIA

FROM THE AMERICAN PEOPLE

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals for the position of **Education Specialist** for its Mission in Liberia.

VACANCY #: VA-669-15-000011

OPEN TO: **ALL INTERESTED CANDIDATES**

Current USAID/Liberia employees serving a probationary period are not eligible to apply.

POSITION: **Education Specialist**

OPENING DATE: August 26, 2015

CLOSING DATE: September 8, 2015

SALARY: Ranging from \$27,875 - \$41,811 p.a. depending on experience, qualifications and salary history

WORK HOURS: Full-time: 40 hours/week

BASIC FUNCTION OF THE POSITION

Managing U.S. investments in Liberian education is the core of what we do. Whether you are a seasoned educator, or project manager, you will play a crucial role in managing USAID's education activities. Your good eye for detail, inquisitiveness, and passion for education ensures that our investments change the lives of our most important customers: Liberian children and youth. You multitask well but also know how to prioritize, focus and meet deadlines. You are a community-builder with high emotional intelligence and capacity to connect with people from all walks of life.

As an Education Specialist you collaborate with the USAID/Liberia Education Team, Ministry of Education and implementing partners to manage USAID/Liberia's investments in the areas of early grade reading, education administration, teacher training, and ensure that new and current activities produce results that matter.

On USAID/Liberia's Education team we leave all egos at the door and concentrate on the job at hand. We value passionate, down-to-earth, "can do, will learn" folks who embrace a diversity of ideas, listen well, write well, speak thoughtfully and take responsibility for the success of our work. This is a visible role that requires strategic insight, excellent written and communication skills, creativity and cross-functional team leadership.

KEY DUTIES AND RESPONSIBILITIES

A. Project Manager for early grade reading, education administration, teacher development, and/or youth activities (65%)

1. Monitor implementing partner progress in achieving the objectives of the Program Description pursuing data and evidence that verify that activities conform to the terms of the award and that planned results are achieved (children read better, teachers are monitored and coached better, youth are back in school, etc.)
2. Meet with partners and conduct quarterly visits to education project sites to monitor activity implementation; maintain contacts with partners and clients; closely review annual work and activity plans and propose adjustments to better achieve results;
3. Perform financial management responsibilities by: (a) monitoring the financial status of the award to ensure that the level of funding is the minimum necessary to ensure the contractor / grantee's ability to perform; (b) initiating requests to the Contract/Agreement Officer to reprogram funds if funding is excessive; and managing closeout activities;
4. Write inputs and guidance in the design, implementation, monitoring, and evaluation of activities in education; write and/or review program descriptions; and

B. Complete and maintain program/project administrative and organizational procedures (25%)

1. Collaborate with Education Team members to write and review program/project documents including concept papers, scopes of work, program descriptions, action memoranda, waivers, environment reviews, monitoring and evaluation plans and financial documents (including quarterly accrual reports; review unsolicited proposals/applications and requests for information; coordinate with the Program Assistant to ensure that all relevant documents are filed in the official program files and the education public electronic files.

2. Write and/or review briefing reports, memoranda, speeches and/or talking points, press releases, sector profiles, project fact sheets, success stories and other essential communication as required, for USAID/Liberia, USAID/Washington, U.S. Embassy, media, and others.

C. Provide technical advice and promote communication on issues related to education practice (10%)

1. Provide team and cross-sectoral leadership in education for the USAID/Liberia program in early grade reading, education administration, youth, and/or teacher development by introducing, promoting, and ensuring effective implementation of evidence-based, effective education interventions.
2. Identify critical issues and other outside relevant educational activities and discuss these in an effective manner with USAID/Liberia technical and operational teams, and as appropriate with USAID/Washington colleagues, non-governmental organizations (NGOs), universities, other USG agencies, and other international donor organizations; serve as liaison and promote joint programming, linkages and cross-sector synergies.
3. Represent the Team when requested, at meetings with Ministry of Education and with other donors and non-governmental organizations to ensure harmonization of USAID/Liberia activities and work towards proper implementation education sector strategies and policies.

QUALIFICATIONS

Education: The position requires a minimum of Bachelor's degree in Education or other relevant social science field. Master's degree or Ph.D. in education-related field is preferred. Demonstrated mastery in educational development and/or development project management may be accepted in lieu of a Master's degree.

Prior Activity Management Experience:

At least five years of progressively responsible experience in project management is required, preferably in international education development or a combination of the following areas: early grade reading, teacher training, education management and information systems, education human resource development, and/or curriculum and instruction. Advanced knowledge of project/program management, performance monitoring and evaluation. Broad knowledge of the principles and practices employed educational human resource and information management systems; knowledge of educational development in areas such as early grade reading, teacher training, youth education and curriculum and materials development. Knowledge of other key challenges, opportunities and development frameworks in the Liberian education and other human development sectors.

Oral and Written Communication: Strong written and oral proficiency in English is required. You must have fluent listening comprehension, speaking, reading, writing skills and the ability to communicate clearly, concisely, and persuasively—both orally and in writing. Demonstrated ability to write technical, logically structured documents, reports, presentations and other communications. Proficiency in word processing and the ability to use related computer packages or programs (i.e., Gmail, Internet, Word, Excel, PowerPoint etc.) is required.

SELECTION PROCESS

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application. After initial screening of applications, only short-listed applicants will be contacted and invited for an interview, as well as a written exercise.

Applicants selected for interview will also be evaluated on their interview, as well as reference checks. Following is the evaluation criteria for this position:

- Education Background (10 points)
- Prior Activity Management Experience (50 points)
- Oral and Written Communication (40 points)

HOW TO APPLY

Applications shall be submitted no later than the closing date specified, and should include the following:

1. A clearly typed application cover letter which briefly summarizes why you believe you are qualified for this position.
2. Resume or CV.
3. The names and contact details of three references that can attest to your project management experience.
4. Documentation (e.g. copies of certificates or degrees) that address the minimum requirements of the position.
5. One to two-page writing sample broadly related to education development in Liberia.

Submit application to:

Education Specialist, USAID/Liberia Education Office

Education Specialist position

USAID/Liberia

C/O American Embassy, Gate 3, Mamba Point

Attention: S. Browne; USAID/EXO/HR

sbrowne@usaid.gov and amangou-koon@usaid.gov